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Operations

STAFF PLANNING RESPONSIBILITIES

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OPR: 920 LRF/CC (Maj Raymond C. Otto)

Certified by: 920 RQW/CC
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This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air & Space Expeditionary Force Presence Policy (AEFPP)*. It establishes the policy, staff responsibilities, and procedures for review and evaluation of planning directives and plans received by the 920th Rescue Wing (920 RQW); subsequent preparation of planning directives, plans, supporting plans, plans supplements and other planning documents; and a plans briefing program for the 920 RQW Commander and key staff personnel. It applies to all 920 RQW personnel.

1. Policy:

1.1. Each plan or planning directive received from higher headquarters or gaining major command (GMAJCOM) will be reviewed to determine its applicability to the 920 RQW and subordinate units.

1.1.1. Basic unit supplements (BUS) will be created for each operations plan (OPLAN), contingency plan (CONPLAN), or functional plan (FPLAN). The BUS will identify items that must be immediately accomplished, shortfalls, limiting factors (LIMFAC), tentative deployment data, unique training items, and risks with suggested risk control measures.

1.2. Plans or BUSs will be issued to fulfill the 920 RQW mission or to support the plans of Air Force Reserve Command (AFRC) or other commands.

1.3. Plans or BUSs issued by the 920 RQW or subordinate units will be reviewed periodically to determine applicability to existing requirements.

2. Responsibilities:

2.1. The 920 RQW Operational Plans Flight (920 RQW/XP) is responsible for planning actions and documents that affect the military posture of the 920 RQW. Specific responsibilities include:

- 2.1.1. Review war plans, program plans, and any related planning documents from higher headquarters or GMAJCOM; review and approve similar plans from subordinate units to ensure their currency and applicability. Retain acquired plans as appropriate.
- 2.1.2. Develop basic objectives and initiate action for the development of plans, supporting plans or supplements, as required to communicate the 920 RQW concept, mission, task assignments, and command and control (C2) policies. (For C2 policies ensure coordination with assigned command post air reserve technician (ART))
- 2.1.3. Monitor, review, supplement, update, and take other actions required to be able to immediately respond to an OPLAN, CONPLAN, or operation order (OPORD) tasking.
- 2.2. The 920 LRF is the depository and action office for all plans, except those specific plans/planning actions indicated below. The 920 LRF stores, maintains, interprets, and makes available all plans data for the 920 RQW.
 - 2.2.1. Safety: Pre-accident plans.
 - 2.2.2. Mission Support Squadron (MSS): Post-mobilization and separate task functions (Military Personnel Flight, etc.).
 - 2.2.3. Group and squadron commanders and chiefs of two-letter offices are offices of primary responsibility (OPR) for those plans and annexes within their functional areas of responsibility.

3. Procedures:

- 3.1. Upon receipt of a planning document from higher or lateral headquarters, the recipient will contact 920 LRF and 920 RQW/XP and all three will immediately:
 - 3.1.1. Determine its applicability to 920 RQW staff agencies or subordinate units.
 - 3.1.2. Disseminate as soon as possible the planning information applicable to the appropriate staff agencies for review, comment, evaluation, and action.
- 3.2. Upon determination that a supporting plan or BUS must be prepared, the OPR will:
 - 3.2.1. Assume immediate overall responsibility for the preparation, coordination, and printing of the required plans except as specified in paragraph 2.1.2.
 - 3.2.2. Notify staff agencies or units of the basic requirements and specific inputs required.
 - 3.2.3. Establish suspense dates for submission of required input.
 - 3.2.4. Coordinate the preparation of a unit supportability estimate (USE), if required, using the logistics detail (LOGDET) analysis and the levy flow analysis from 920 MSS.
 - 3.2.5. Coordinate the risk analysis of the plan including list of hazards, risk assessments, control measure to be considered, and list of recommended training to be accomplished prior to plan implementation.
- 3.3. Plans Format Instructions:
 - 3.3.1. Plans will be prepared according to guidance in Air Force Manual (AFMAN) 10-401V1, *Operation Plan and Concept Plan Development and Implementation*. Guidance in AFI 10-401, Chaps 5 and 6, will be followed to determine proper format. Exception to this format may be made as follows:

3.3.1.1. If the plan to be supported is in a different format and it is deemed more expedient to follow that plan's format.

3.3.1.2. If the subject of the plan cannot be adapted to the standardized paragraph format.

3.3.2. Annexes to 920 RQW originated plans will be identified in accordance with AFI 10-401, paragraph 5.3. An exception may be made if the plan supported in annexed differently and it is deemed more expedient to follow that model. An annex or appendix will be authenticated by the cognizant section chief.

3.3.3. BUSs will be handled in a manner similar to that prescribed for supplements to standard publications by AFI 33-360V1/AFRC Sup, *Air Force Content Management Program--Publications*.

3.4. Upon receipt of a plan or plan supplement from a subordinate organization, the OPR will ascertain whether the document is acceptable as outlined above. Notification of approval of the document or directions for changes will be sent to the issuing organization not later than 30 days after receipt.

4. Plans Briefing Program. The 920 RQW/XP will:

4.1. Prepare and maintain, in current status, a plans briefing file which will contain a briefing on HQ USAF, AFRC, 10 AF, or other GMAJCOM plans and plans originated by the 920 RQW. Briefings will be updated as changes occur or after the annual document review date.

4.2. Present a briefing of each plan on an annual basis or as world tensions dictate, to the 920 RQW Commander and key staff personnel. A special briefing or individual review will be accomplished for a newly assigned commander or other key staff member within 90 days after their initial reporting date.

4.3. Annually present a detailed unit-specific tasking briefing to each unit commander and unit key staff members. This briefing will be classified and will be tailored for each unit separately. The 920 RQW Commander and XPO will, in writing, determine if plan needs revision or not at this briefing.

4.4. Maintain a record of attendance to include the date of the briefing, name of briefing officer, revision required memorandum, and specific plans briefed. Critical personnel unable to attend a scheduled briefing will be scheduled on an individual basis to review the missed briefing.

4.5. In addition to the 920 RQW Commander, the following key staff personnel will receive the briefing:

4.5.1. 920 RQW Vice Commander/Executive Officer

4.5.2. 920 RQW Command Chief

4.5.3. 920th Operations Group Commander (920 OG/CC)

4.5.4. 920th Maintenance Group Commander (920 MXG/CC)

4.5.5. 920th Mission Support Group Commander (920 MSG/CC)

4.5.6. 920 RQW Chief of Safety (920 RQW/SE)

4.5.7. 301st Rescue Squadron Commander (301 RQS/CC)

4.5.8. 39th Rescue Squadron Commander (39 RQS/CC)

4.5.9. 920th Aeromedical Staging Squadron Commander (920 ASTS/CC)

4.5.10. 920th Command Post Controller

NOTE: Commanders may schedule additional personnel to attend briefings or plans reviews.

TIMOTHY E. TARCHICK, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-4, *Operations Planning: Air and Space Expeditionary Force Presence Policy (AEFPP)*

AFMAN 10-401V1, *Operation Plan and Concept Plan Development and Implementation*

AFI 33-360V1/AFRC Sup, *Air Force Content Management Program--Publications*

Abbreviations and Acronyms

AFMAN—Air Force manual

AFPD—Air Force policy directive

AFRC—Air Force Reserve Command

ART—air reserve technician

BUS—basic unit supplement

C2—command and control

CONPLAN—contingency plan

FPLAN—functional plan

GMAJCOM—gaining major command

LIMFAC—limiting factor

LOGDET—logistics detail

OPLAN—operations plan

OPORD—operations order

OPR—office of primary responsibility

USE—unit supportability estimate